

INSTRUCTIONS FOR COMPLETING
STATE OF WASHINGTON
VEHICLE COLLISION REPORT

② REMOVE INSTRUCTION
SHEET AT LEFT

DRIVER/VEHICLE INFORMATION

The person completing the report should use **UNIT 01** for their response, while **UNIT 02** is the other party involved. A **UNIT** may be a motor vehicle, pedalcycle (bicycle, tricycle, unicycle), pedestrian (includes wheelchairs, skateboards and roller skates) or property owner incurring damage. Mark only one category box per **UNIT**. If the "PROPERTY OWNER" box is marked, enter the property owner's name and address, the name of the object struck and the estimated cost to repair.

If more than 2 **UNITS** are involved in the collision, use additional report form(s). Write the **UNIT** number(s) in the boxes adjacent to **UNIT 01** and **UNIT 02** on the additional form(s). For example, if there were three units involved in the collision, enter "03" in the two boxes to the right of "UNIT 01" for the third unit.

ADDRESS: Mark the "NEW" box if this address is different from that on your driver's license.

DRIVER'S LICENSE NO.: If your driver's license number is longer than 12 characters, print the first 12 characters only.

WAS HELMET USED...: Mark the appropriate "YES" or "NO" box if the person was operating a motorcycle (includes motor scooters and mopeds), pedalcycle (includes bicycles, tricycles, and unicycles), or on a skateboard or roller skates.

INJURY CLASS: Mark one box only.

NATURE OF INJURIES: Describe injury; for example, bruised ribs, broken arm, etc.

MARK IF THIS UNIT WAS A COMMERCIAL VEHICLE. A commercial vehicle is described as:

- a single vehicle with a gross vehicle weight rating (GVWR) of more than 26,000 pounds; or
- a trailer with a GVWR of more than 10,000 pounds if the gross weight rating of the combined vehicle(s) is more than 26,000 pounds; or
- a vehicle designed to transport 16 or more persons (including the driver); or
- a school bus regardless of size; or
- any size vehicle which requires a placard for transporting hazardous materials.

TRAILER PLATE NO.: If applicable, enter the full license plate number for the trailer.

REGISTERED OWNER NAME and ADDRESS: If registered owner is same as driver, you need only write "SAME" in the space provided for registered owner.

REGISTERED OWNER DATE OF BIRTH: Enter if known.

INSURANCE CO. & POLICY NO.: Enter the specific insurance company that is underwriting liability coverage, not the insurance broker/agent. Note that the coverage is for liability insurance (which is mandatory in Washington State), not collision or comprehensive coverage. Enter the policy number. The name of the automobile insurance company and policy number may be found on the insurance card provided by the company.

OBJECT STRUCK: Does not include vehicles involved in the collision.

If there is not an identifiable property owner, for example deer, embankment, tree, etc., enter the name of object struck in the space provided on the report with your **UNIT**.

If there is an identifiable property owner, for example utility pole, guardrail, building, etc., mark the "PROPERTY OWNER" box for a **UNIT** other than yours. Enter the property owner's name and address, the name of the object struck and the estimated cost to repair.

INJURED PASSENGERS

Complete this section of the form only for those passengers who were injured in the collision. Be sure to identify in which **UNIT** the passengers were riding, for example 01, 02, etc. If more than two passengers were injured, use additional report form(s) to enter the information.

WAS HELMET USED...: Mark the appropriate "YES" or "NO" box if the person was a passenger on a motorcycle (includes motor scooters and mopeds) or pedalcycle (includes bicycles, tricycles, or bicycle trailers).

COLLISION DESCRIPTION

VEHICLE LEGALLY STANDING: Examples include: stopped at a stop sign, yield sign, traffic signal, stopped due to traffic backup or granting the right of way to another vehicle or pedestrian, etc.

TYPE OF ROAD: The word "BARRIER" refers to any protective device which separates opposing lanes of traffic. Examples of barriers include guardrails, concrete barriers, etc.

IF HAZARDOUS MATERIALS TRANSPORTED: Examples of hazardous materials include flammable liquids, corrosives, explosives, ammonia, chlorine, or radioactive substances.